

# CCMS DATA EXCHANGE DATA SHEET



ADMINISTRATIVE OFFICE  
OF THE COURTS  
INFORMATION SERVICES DIVISION

## Court Receives Case Initiation Filing—Small Claims (INI804)

### Exchange Description

A trial court uses this California judicial branch XML schema-based data exchange to receive case initiation filing documents from an integration partner to initiate a small claims case.

An integration partner uses this data exchange to submit a small claims case initiation filing document for a client for a jurisdictional amount of less than or equal to \$7,500.

- The request message sent by the integration partner to the trial court contains the small claims case information (e.g., participants, filing document, and filed by/refers to identifier).
- The response message sent by the trial court to the integration partner contains delivery confirmation data with status information (e.g., "Received"), along with the original request message sent by the integration partner to the trial court.

### Business Response Exchanges

The business response refers to any subsequent exchanges that may occur as a direct result of this exchange, as follows:

- Court Sends Case Initiation Filing—Small Claims Confirmation Notification (INI923), which confirms that the initial filing successfully passed the clerk review (CR) process and contains the new case filing information.
- Court Sends Clerk Review Rejection Notification (EFL902), which contains rejection information in response to the court clerk's review of the initial filing.

### PROBABLE INTERESTED INTEGRATION PARTNERS

- Electronic filing service provider

### RELATED EXCHANGES

Related data exchanges are any preceding or subsequent data exchanges that may be used by an integration partner as part of the overall business process related to this exchange.

- Court Receives Subsequent Case Filing (INI816), which is used by the integration partner to submit all additional case filing information to the trial court.

For more information about this and other data exchanges, contact [integrationpartners@jud.ca.gov](mailto:integrationpartners@jud.ca.gov)

## Error Handling

If the trial court does not successfully receive and process the incoming message, the integration partner will receive an error message with an error code and error reason.

## Additional Information

- A single exchange message is sent for each small claims case filing initiation request.
- The content of the business response to this exchange is defined in a different exchange listed above in the Business Response Exchanges section.
- This exchange is subject to the court clerk review process, which requires that court personnel review the contents of the exchange before it is accepted and added to CCMS.

For additional technical documentation or other information, contact:

Administrative Office of the Courts  
Information Services Division, Data Integration Program  
[integrationpartners@jud.ca.gov](mailto:integrationpartners@jud.ca.gov)